



Operational Procedures – Hydrant Rental Permits

Temporary Hydrant Permit – Metered Water:

- **What a Temporary Hydrant Permit is**
- **When a Customer Requests a Hydrant Use Permit**
- **Temporary Hydrant Permit Fees**
- **New Application for Temporary Permits**
- **Payment by Credit Card**
- **Payment by Check**
- **Closing the Temporary Hydrant Permit**
- **Generation of the Final Invoice**
- **Canceling Equipment Deposit on Temporary Permits**

Annual Permits (Unmetered Water)

- **What an Annual Permit is**
- **Annual Permit Fees**
- **New application for Annual Permits**
- **Completing Annual Permit Hydrant Tags**
- **Releasing Annual Permit Tags to Applicant**

What a temporary Hydrant Permit is:

Site specific (the permit is for a Hydrant at specified location)

Acceptable examples for temporary hydrant permits:

- Construction water for commercial development
- Fiber optic installation within a specific defined boundary
- Sewer sump testing
- Testing of water mains laid within a new subdivision
- Movie \ Filming Projects
- Construction:
 - Water for commercial sites until permanent services are installed
 - Compaction
 - Demolition
 - Dust control
- Testing water mains
- Sump testing
- Hydro testing tanks
- Special events
- Related uses approved by the discretion of the Administrator

Unacceptable examples for site-specific hydrant permits:

- Filling swimming pools
- Temporary irrigation service
- Regular cleaning of company parking lot or work area

When a Customer Requests a Hydrant Permit:

When a customer requests a hydrant permit they must contact the **Bulk Water Use Coordinator @ (503) 823-1256** to answer the following questions:

Q: Why do you need this permit?

Q: Will you be using a hose line or filling a tank?

Q: Where is the hydrant you would like to use located?

Q: How long would you like to use the hydrant?

The responses to these questions will determine if the applicant needs a Temporary Permit or an Annual Permit. Each permit type is processed differently.

Temporary Hydrant Permit Fees:

A Temporary Hydrant Permit allows a qualified applicant to use a city hydrant at a fixed location for a minimum of three days and a maximum of 90 days.

One 90-day extension is allowed before equipment must be returned. But a new permit fee will be charged.

Fees for temporary hydrant permit:

Temporary Permit Fee – includes 700 cubic feet of water, **\$365.00**

Additional Water Usage \$4.499 per 100 cubic feet.

Chapman Valve & Spanner Wrench - **\$3.85** per day, 3-day minimum plus a \$367.00 Deposit.

Hydrant Meter - **\$3.85** per day, 3-day minimum, plus a \$706.00 Deposit.

2" Backflow Device - **\$3.85** per day, 3-day minimum, plus a \$422.00 Deposit.

A Backflow Device is not required if filling tank equipped with an approved and inspected Air Gap.

New Application for Temporary Permits

- Contact the bulk water use coordinator at (503) 823-1256.
- Identify the hydrant to be used.
- Estimate the time the permit will be needed.
- An estimate of the anticipated permit cost and deposit will be collected.
- The permit tag is prepared.
- The equipment is issued.

Payment by Credit Card or Check(s):

Credit Card Payments will be processed prior to issuing the permits, either in person or on the phone. Checks must be processed prior to issuing the permit.

Closing the Temporary Hydrant Permit:

When the applicant returns the equipment the Meter Shop will complete the returned portion of the permit, indicating if the equipment has been returned and is in working order.

Generation of the final invoice:

The PWB reviewer generates the final bill by entering the following information:

- Date of equipment return
- Meter readings
- Equipment numbers
- Any equipment not returned with replacement cost
- Repair cost of any equipment damaged during lease period

Canceling Equipment Deposit on Temporary Permits:

Upon return of equipment the PWB reviewer will check for any additional charges. This includes replacement of unreturned equipment and costs of repairing damaged equipment. If additional charges exist, the PWB will create a final bill and collect from the vendor at the time or email or fax the bill to the applicant. When the PWB receives payment for the final bill, the deposit will be refunded.

Annual Permits (Unmetered Water):

Annual Permits are issued to businesses that draw from authorized hydrants throughout the city water system as they move from site to site. To qualify the applicant must have a water tank (truck or trailer mounted) that has been inspected and signed off by PWB Water Quality staff. Water quality inspections are good for three years from the date of inspection.

Contact Jim Baker @ (503) 823-7480 to coordinate the water quality inspection.

Only authorized hydrants will be available for use. A web link to the map of authorized hydrants can be found on the hydrant web page.

What an Annual Permit is:

This permit allows the holder to access authorized hydrants at many points within the city water system.

(A map of authorize hydrants is available on line)

• For short-term use of specific hydrants for approved activities. These permits require the applicant to own a water truck or trailer with a fixed air gap. All equipment must be inspected by PWB Water Quality staff prior to issuing the permits.

Some acceptable examples of work requiring an Annual Permit:

- Pressure washing business
- Seeding businesses
- Sweeping business
- Vactor Trucks

ANNUAL PERMIT FEES:

Annual hydrant permits for truck or trailer tanks use of authorized fire hydrants, the charges shall be as follows:

Permit tag and usage charges for each device accessing the hydrant-

Charge for calendar year; charge for unmeasured water usage for 2 vehicle permit tags (includes 60,000 cubic feet). Permits purchased after June 30th may be discounted \$200.00 per month for previously expired full months of same fiscal year. Permit fee will not be pro-rated for partial months or for additional tags for more than 2 vehicles (all permits expire June 30th, each year).

Charge for 2 vehicle permit tags (includes 60,000 cubic feet water): **\$3000.00.**

Each additional vehicle permit tag: (*with tanks under 1,000 Gallons*) **\$430.00.**

Each additional vehicle permit tag: (*with tanks over 1,000 Gallons*) **\$900.00.**

New Application for Annual Permits:

Annual permits are contingent on use of a water tank (truck or trailer mounted) with a fixed air gap that has been inspected and approved by PWB Water Quality Inspector.

Before payment will be accepted, the applicant must provide a copy of a current inspection report by Water Quality Inspector.

When the applicant pays the Annual Hydrant Permit fee, make sure they understand that this permit is good only until the end of the current fiscal year (This means that it will expire on June 30th of the fiscal year it is issued) and that only authorized hydrants can be used. A web link to the authorized hydrants is available for use and will be provided.

Completing Annual Permit Hydrant Tags:

PWB fills out a Hydrant Permit tag that will include:

- Permit number
- Company Name of Permit Holder
- Date permit expires. (all Annual Permits expire at the end of the fiscal year on June 30th)
- Truck license number

Releasing Annual Permit Tags to Applicant:

When the permit is paid, a copy of the tags and the receipt will be mailed to the applicant (if they are paying in person these documents will be issued to them).